

Women's Recovery Response: 2023-2024 Grant Funding Opportunity

GRANT SUBMISSION AND REVIEW PROCESS



I. SUBMISSION PROCESS

- 1. Deadline:** 4:00 p.m. PST on Friday, February 17, 2023.
- 2. Application Category** – Applicants will be applying for only one of the following three categories:
 - 1) Local Commission,
 - 2) New Application, OR
 - 3) Renewal Application
- 3. Email** – Applications will be emailed to the following address based on the application category:
 - 1) Local Commission: LocalCommissions@women.ca.gov
 - 2) New Application: NewGrants@women.ca.gov
 - 3) Renewal Application: RenewalGrants@women.ca.gov
- 4. Format for Submission** – Applications emailed to the appropriate inbox must be sent in PDF format. The email size limit is 150 megabytes. Any materials sent larger than the 150 megabytes will not be accepted.
- 5. If you have questions** – General Questions concerning this Grant Funding Opportunity (GFO) must be submitted to: grants@women.ca.gov. Please do not submit questions to individual staff, Commissioners, or application submittal emails as they will not be answered.

II. SELECTION OF INITIAL GRANTS FOR FUNDING

1. Proposal Rating

- Eligible proposals received by the deadline are evaluated by CCSWG Staff.
- Applications will be reviewed through a competitive process and scored within its appropriate category of either: 1) Local Commission, 2) New Application, OR 3) Renewal Application.
- Proposals are only evaluated numerically using a rating sheet; no notes are taken during the evaluation.
- Applications will then be ranked within each of the three categories.
- The rating sheet used is to demonstrate the scoring criteria for this process and is included for informational purposes only.

2. Funding Decision

- Final determination of the grant awards is based on the availability of funds and the competitive nature of the Grant Funding Opportunity.
- When the amount of funds available is limited, CCSWG may reduce the amount of the grant proposal from the amount requested by the Applicant. In addition, CCSWG reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Award. If either of these actions is required, CCSWG will notify the Applicant prior to executing the Grant Award.

- Final rankings within the three categories of proposals (Local Commission, New Grants and Renewal) are presented to the Executive Committee and Full Commission for final decision.
- Priority for funding will be based on consideration of the overall impact of the submitted grants proposals, geographic distribution, availability of funds, and gaps in needs and services.

3. Notification Process

- The official designee (the Legal Applicant and the Sponsored Organization, if applicable) will be notified via electronic communication.
- Applicants not selected for funding will receive notification via electronic communication.
- CCSWG will respond to technical questions about the GFO during the Technical Assistance webinars.
- Frequently Asked Questions (FAQs) will be published and updated regularly and accessible to the public at <https://women.ca.gov/2023-2024-womens-recovery-response/>.
- General questions can be emailed to grants@women.ca.gov and will be responded to within two business days.

II. FINALIZING THE GRANT AWARD

1. Verification

As a critical step to finalizing all grant awards, the Commission requires verification of the organization's status with the California Department of Justice (DOJ) as a registered charitable organization or Secretary of State (SOS) as a business entity. Documentation from organizations will be requested and the individual status of organizations on the SOS and DOJ websites will be required. CCSWG will verify the status of each applicant with the following entities to determine the applicant's ability to receive grant funding.

California Department of Justice

Every charitable corporation, unincorporated association, charitable trustee and other legal entities holding property for charitable purposes, must file with the Attorney General an initial registration form and other documents required by law.

Under Government Code section 12585, initial registration must be filed within 30 days of first receiving charitable assets. Assets include public donations, property, government grants, noncash donations, and/or any contribution of value. NOTE: after the initial registration, there are also annual registration renewal and reporting. For more information on this process, please visit: <https://oag.ca.gov/charities/initial-reg>.

Secretary of State

California Nonprofit Corporations and all Limited Liability Companies are required to file every two years in the month of registration in even or odd years based on the year of registration. All businesses should file a Statement of Information when information changes and must file a new Statement of Information when their agent for service of process resigns or is no longer valid.

In some cases where particular organizations are exempt from filing a tax status, CCSWG will require proof of the exemption status letter and accompanying required documents in accordance with the Internal Revenue Service (IRS). For more information on this process, please visit: <https://bebizfile.sos.ca.gov/eforms>

Internal Revenue Service

Form 990-N (e-Postcard) - Annual electronic filing requirement for small tax-exempt organizations. Smaller tax-exempt organizations (those normally with annual gross receipts up to \$50,000) may be required to file an annual electronic notice, Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required to File Form 990 or 990-EZ. This filing requirement applies to tax periods beginning after December 31, 2006 and may apply to organizations that previously were not required to file returns. See e-Postcard (Form 990-N) for more information about this requirement and a link to the filing system.

Required e-filing of Forms 990, 990-EZ, 990-PF, 990-T, and 4720 for tax years beginning after July 1, 2019. The Taxpayer First Act, enacted July 1, 2019, requires tax-exempt organizations to electronically file information returns and related forms. The new law affects tax-exempt organizations in tax years beginning after July 1, 2019. The waiver process described below and in Notice 2010-13 does not apply to Forms 990, 990-EZ, 990-PF, 990-T, and for private foundations only, Form 4720. For more information on this process, please visit: <https://www.irs.gov/charities-non-profits/annual-electronic-notice-form-990-n-for-small-organizations-faqs-how-to-file>.

2. Forms

Final Grant Awardees will be required to complete the applicable documents below as required by the State of California, and as instructed by CCSWG staff:

- Payee Data Record Form (Std. Form 204)
 - This is required of all awarded applicants, except local governments.
 - This provides, among other data, a supplier's taxpayer identification number and is used to determine when the payment to the supplier is reportable and is needed in order to process payments of invoices.
- Payee Data Record Form (Std. Form 205)
 - This form is used for local governments or if the remittance addresses or additional Authorized Representatives from the Std. Form 204 need to be modified.
- Government Agency Taxpayer ID Form
 - This form is used for local governments and is required to establish the unique identification of the government entity.
- Award Letter
 - This is the document that legally grants funds to the awarded applicant and is not valid until the awarded applicant (including the Legal Applicant and the Sponsored Organization, if applicable) and CCSWG have signed.
- Acknowledgment of Work Commencement Authorization
 - This certifies that any work under the awarded grant will not commence until the Award Letter is fully executed by both the awarded applicant and CCSWG.
- IRS Exemption Letter

- If your organization holds an exemption status with the IRS, please provide the exemption letter with your application.

*All documents that require signatures must be completed via Adobe Reader (free software, available here: <https://get.adobe.com/reader/?Adobe=>)

3. Grant Award

Once an organization is appropriately verified, CCSWG will work with our internal Business Services to issue payments using FI\$CAL and verified through the State Controllers Office to issue checks. The State Controllers Office will also verify the status of your organization for good standing before issuing any payments. It is the sole responsibility of the organizations to ensure all verification requirements have been substantiated, and in good standing. If your organization cannot meet the verification requirements, an award will not be issued.

Timeframes are estimated at 4-6 weeks to receive payments. However, there may be delays due to various reasons which may include verification checks and award letters being signed.

The applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Award is received.

4. Standard Grant Award Funding Authority

CCSWG Grant Awards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, after the execution of the Grant Award.

III. RATING SHEET

Below is an example of the rating sheet used to determine funding awards and is included for informational purposes only.

Organization	
Proposal Title	
Application Category	Select the Category of Funding that is being review and scored: <input type="checkbox"/> Local Commission <input type="checkbox"/> New Application <input type="checkbox"/> Renewal Application
Funding Amount	\$
Scoring Rubric	<ol style="list-style-type: none">1. Goal Alignment2. Priority Issues3. Geographic Distribution4. Overall Impact5. Budget Efficiency <p style="text-align: right;">TOTAL: 50 points</p>

Scoring Rubric
<p>1) Goal Alignment</p> <p>Rate the degree to which the proposal meets the goal of the Grant Funding Opportunity to, “improve the lives of California’s women and girls who were disproportionately impacted by the COVID – 19 pandemic and need intentional interventions for an equitable economic recovery.”</p>

2) Priority Issues

Rate the degree to which the proposal demonstrates how the fund supports their ability to deliver measurable outcomes for women and girls in one or more of the following areas:

- Improved access and affordability of child and/or elder care services
- Increased utilization and uptake of safety-net programs that offer services to support basic needs such as shelter, food, clothing, etc.
- Achieved reskilling / upskilling through accreditation, certification, or educational programs
- Enhanced financial ability to grow economic security, assets, and wealth building

3) Geographic Distribution

Rate the degree to which the proposal describes the geographic service area, needs and characteristics of women and girls in the identified community?

4) Overall Impact

Rate the degree to which the proposal describes what interventions will be implemented in order to achieve and measure desired results.

5) Budget Efficiency

Rate the degree to which the proposed budget supports the objectives activities in an efficient manner.

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